

From: Lt Col Waddelow
To: directorates, ES MEPS, MCOE, MCOW, WS MEPS
Date: 1/25/99 2:12PM
Subject: Msg 1-99-JAN-08 (IMC 2 to USMEPCOM Reg 715-3)

UNCLASSIFIED UNCLASSIFIED UNCLASSIFIED

Msg I-99-JAN-08

<WORD Attachment Enclosed>

Please print the attachment using MicroSoft Word, not from e-mail.

IMC Effective Date: 24 February 1999

IMC Review Suspense: 12 February 1999

From MRM

Subj IMC 2 to USMEPCOM Reg 715-3, Contracting for Meals and Lodging

1. The interim message change (IMC) updates the management evaluation control checklists and supersedes USMEPCOM Circular 20-1, 1 Feb 96, appendix C.
2. The IMC will be filed in front of the regulation until it is superseded for rescinded.
3. The attached file (**715-3ri2.doc**) contains the following changes:

Remove pages **Insert pages**

..... C-1 through C-3

4. This IMC is released for implementation on the effective date and for coordination as prescribed in USMEPCOM Reg 25-32, figure F-5. The MIM-SS Records Management NCO has uploaded it to the USMEPCOM Electronic Pubs/Forms "regs" subdirectory. The contents of this message and the attached file are filed under "**715-3ri2.doc**."

5. **For HQ USMEPCOM Directors and Special Staff Officers:** This message requires HQ USMEPCOM staff to review this IMC. All comments, suggested improvements, concurrences, and nonconcurrences should be submitted to the POC identified in paragraph 8.

6. **For Sectors:** C1 to USMEPCOM Reg 25-32, paragraph 4-5.3d, requires each sector to coordinate the IMC with a minimum of seven MEPS of their choosing. All comments, suggested improvements, concurrences, and nonconcurrences should be submitted to the POC identified in paragraph 8.

7. **For MEPS:** This message directs implementation of the IMC on the effective date stated above. You will be notified by your sector if you need to formally review/coordinate on this message.

8. Point of contact for the contents of this IMC is Richard Dzwonkiewicz, MRM-LO, DSN 792-3680, extension 7370 or commercial (847) 688-3680, extension 7370. If MEPS have questions about this IMC, please call your sector. If sectors have any IMC administrative questions, please call Lt Col Waddelow, MXO, DSN 792-3680, extension 7572, or commercial (847) 688-3680, extension 7572.

CC: MIM – Support Services

Appendix C

Management Evaluation Control Checklist

C-1. Function

The function covered by this checklist is contracting for meals and lodging.

C-2. Purpose

The purpose of this checklist is to assist MEPS personnel in evaluating the key management controls listed below. It is not intended to cover all controls.

C-3. Instructions

Answers must be based on the actual management controls (e.g., document analysis, direct observation, sampling, simulation, etc.). Answers which indicate deficiencies will be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement) (figure C-1).

C-4. Test questions

- a. Does the activity have current contract(s) for lodging and meals for applicants? (Noon meals are normally under a separate contract.)
- b. Are copies of USMEPCOM Reg 715-3 and USMEPCOM Reg 601-1 on hand at the MEPS?
- c. Does current contract(s) include the specifications prescribed by either appendix A or B of USMEPCOM Reg 715-3?
- d. Are the estimated total requirements, reflected on section B (supplies/services and prices) of the contract, realistic, i.e., are requirements being determined based on actual services provided during the most recent 12 months?
- e. Is the MEPS processing requests for delivery orders to the contracting office for the projected meals/lodging requirements for the next period (i.e., month, quarter, etc.)?
- f. Do the MEPS have a contracting officer representative (COR) appointed by the supporting contracting officer and/or a quality assurance evaluator to administer and monitor the meals and lodging contracts? Are appointments in writing and available?
- g. Does the MEPS have a contract case file for each current meals and lodging contract? Does the contract file include copies of requests for delivery orders, copies of delivery orders (DD Form 1155 (Order for Supplies Services)) and a copy of the letter of appointment for the COR?
- h. In those cases where a performance work statement and quality assurance plan have been included in the contract is the quality assurance evaluator monitoring the contractor's performance in accordance with (IAW) the quality assurance plan?
- i. Is the contractor's facility(ies) being inspected as required for compliance with contract specifications? Is sanitation and fire prevention standards being maintained?

- j. Is the MEPS documenting contract discrepancies discovered as a result of monthly

inspections/quality assurance evaluations? Are these discrepancies being reported in writing to the contracting officer, specifying requesting that the contractor be required to take correction action?

k. In those cases where the contract calls for delivery of food to the MEPS site, and the contract allows sale of food to nonapplicants, is the MEPS ensuring this is permitted only after all applicants are fed?

l. In those cases where the contract allows for the sale of food to nonapplicants, is the contractor being paid for food served to applicants versus the amount of food ordered?

m. In those cases where the noon meals is served at the MEPS site, is the MEPS ordering food on a daily basis and based on actual requirements (i.e., total applicant head count) versus project requirements provided by the recruiting services?

n. In those cases where box lunches are being served at the MEPS site, are surplus box lunches being disposed by sale or destruction?

C-5. Supersession.

This checklist replaces the checklist in USMEPCOM Circular 20-1, appendix C.

C-6. Use of DA Form 11-2-R

DA Form 11-2-R (Management Control Evaluation Certification Statement) is designed to document any management control evaluation. Evaluations at the MEPS must be documented on this form. To use the form, just fill in the appropriate blocks. The assessment unit is the MEPS section or topic reviewed (e.g., processing, medical, preenlistment interview, drug and alcohol testing, Human Immunodeficiency Virus, temporary duty, etc.). The methodology used, to conduct the evaluation(s) could be the management control evaluation checklist(s) (located in an appendix of the prescribing regulation) or whatever method used to review the area listed in block 3. The next block lists who completed the evaluation and when it was conducted. The completion of the remarks block is self explanatory. The certification is made by the person in charge of the area evaluated. For sample of a completed form see figure C-1.

| | | |
|---|--|--|
| MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT | | 1. REGULATION NUMBER USMEPCOM Reg 715-3 |
| For use of this form, see AR 11-2; the proponent agency is ASA(RM). | | 2. DATE OF REGULATION ddmmyy |
| 3. ASSESSABLE UNIT Area being reviewed or evaluated | | |
| 4. FUNCTION The specific item(s) being reviewed or evaluated | | |
| 5. METHOD OF EVALUATION (Check one) | | |
| <input checked="" type="checkbox"/> a. CHECKLIST | <input type="checkbox"/> b. ALTERNATIVE METHOD (Indicate method) | |
| APPENDIX (Enter appropriate letter) | | |
| 6. EVALUATION CONDUCTED BY | | |
| a. NAME (Last, First, MI) Doe, Cooper D. | | b. DATE OF EVALUATION ddmmyy |
| 7. REMARKS (Continue on reverse or use additional sheets of plain paper) | | |
| <p>a. All evaluations must be supported by specific documentation. At a minimum, supporting documentation must clearly indicate:</p> <ul style="list-style-type: none"> - Who conducted the evaluation. - The date of the evaluation. - The methods used to test key management controls (management evaluation control checklists, spot checks, paperwork reviews, etc.). - What management control material weakness, if any, were detected (discrepancies). - What corrective actions were taken <p>b. Reporting organizations (MEPS, sector, directorate) must maintain copies of their annual statements, along with complete supporting documentation.</p> <p>c. Organizations tracking material weaknesses must maintain documentation on:</p> <ul style="list-style-type: none"> - Status. - Effectiveness of corrective actions. - Validation of corrective actions. <p>d. Retention of documentation must be in accordance with the modern army records keeping system:</p> <ul style="list-style-type: none"> - Assessable units (MEPS, sector, directorate) retain most recent management control evaluation. - Reporting organizations (MEPS, sector, directorate) retain annual statements and supporting documents for 2 years. - Reporting organizations (MEPS, sector, directorate) retain material weaknesses for 2 years. | | |
| 8. CERTIFICATION | | |
| I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions (if any) are described below or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation. | | |
| a. ASSESSABLE UNIT MANAGER | | |
| (1) Typed Name and Title John A. Doer, Commander | | b. DATE CERTIFIED ddmmyy |
| (2) Signature <u>John A. Doer</u> | | |

DA FORM 11-2-R, JUL 94

EDITION OF JAN 94 IS OBSOLETE

USAPPCV2.00

Figure C-1. Sample of a completed DA Form 11-2-R